



Town of Falmouth

## Call for Offers for Redevelopment of the former Plummer-Motz and Lunt school complex

September 13, 2011

The Falmouth Town Council is calling for offers for redevelopment of the to-be-vacated Plummer-Motz and Lunt School property.

Offers may include:

- public uses, private uses or a combination of public and private uses,
- all or a portion of this 20-acre property, and
- purchase, lease and purchase lease-back arrangements.

### Response Deadline

Deadline for offers is Tuesday, November 29, 2011 at 12:00 noon.

### Description of Site

The site consists of 20 acres and contains two school buildings and modulars.

Plummer-Motz School (approximately 42,700 square feet):

- The Sampson D. Plummer School was built around 1930 as the original Falmouth High School with an addition built in 1935. It contains a total of 22,700 square feet on three stories and has a partial basement.
- The one story Rolf B. Motz School was built around 1948 and expanded in 1949 and 1951. It contains 9,700 square feet.
- In 1973 a 10,300 square feet addition housing the Harold L. Mason Gymnasium was built and connected the two schools (Plummer and Motz). The total complex is known as the Plummer-Motz School.

D.W. Lunt School (approximately 20,900 square feet):

- The D.W. Lunt School was built in 1942 and contains 8,000 square feet on two stories. In 1992 a one story addition of 12,900 square feet was built.

Modulars:

- There are several modular classroom buildings on the site. Proposals may, but are not required to, include reuse and/or disposition proposals for these buildings.

## **Zoning**

The site is located in the Residential B (“RB”) district with a Resource Conservation Zoning Overlay (RCZO) district. The Council will consider appropriate zoning amendments or contract zone agreements, if such is required to accommodate the proposed use or uses.

## **Federal Grant Restrictions on the Site**

The entire site is encompassed by a so-called “6(f) boundary” as part of Land and Water Conservation Fund (LWCF) grant restrictions. The Town is in the process of seeking approval for a complete removal of this restriction from the National Park Service through a “conversion” application. Further information concerning these restrictions is found in the Memorandum and Update attached as Appendix A. The Town will consider responses to this call for offers which are conditioned upon the Town’s successfully removing or amending the LWCF grant restrictions.

## **Civic Considerations**

The Falmouth Town Council deliberated many options to include community uses and access to the Plummer-Motz and Lunt property. The Falmouth Town Council determined that there is a desire for a community recreation center. The Council remains interested in proposals that accommodate a community recreation center, but proposals are not limited to such an accommodation.

The Town Council will also accept proposals that may include community access and use of this property.

Preservation of the historic exterior of the Plummer School, and possibly that of the Lunt School, to the extent practical, is considered important and desired by the Council. This is especially the case with the clock tower at the Plummer School.

Multiple proposals may be submitted as part of a proposal package. Alternate proposals may, but are not required to, include community uses and/or access.

As a point of reference for proposals that address community uses for the site, please see the Town Council agenda dated November 8, 2000, item 6, Community Recreation Center Space Needs presentation:

[http://www.town.falmouth.me.us/Pages/FalmouthME\\_CouncilAgendas/2010/11082010/S02C6D5C5.2/PresentationCouncil20101108\\_RecreationCenter.pdf](http://www.town.falmouth.me.us/Pages/FalmouthME_CouncilAgendas/2010/11082010/S02C6D5C5.2/PresentationCouncil20101108_RecreationCenter.pdf)

2010 Town Council agendas and exhibits can be found on the Town’s website via the following link:

[http://www.town.falmouth.me.us/Pages/FalmouthME\\_CouncilAgendas/2010\\_Town\\_Council\\_Agendas](http://www.town.falmouth.me.us/Pages/FalmouthME_CouncilAgendas/2010_Town_Council_Agendas)

### **Financial Assistance**

The Town will consider financial assistance, such as a Tax Increment Financing, should responses to this call for offers incorporate such options. Requests for financial assistance should be specific with respect to proposed terms.

### **Miscellaneous Information**

The following information has been posted on the Town’s website at [http://www.town.falmouth.me.us/Pages/FalmouthME\\_BComm/CommunityFacilitiesPlanningCom](http://www.town.falmouth.me.us/Pages/FalmouthME_BComm/CommunityFacilitiesPlanningCom):

- Site Plan
- Existing Floor Plans
- Building descriptions
- Northeast Test Consultant Report, February 2011
- Federal Grant Restrictions (see also appendix A)
- Registration Form (see also appendix B)

### **Anticipated Timeline**

Tuesday, September 13, 2011	Call for Offers issued
Wednesday, September 28, 1:00 PM	“Pre-offer” meeting at Mason Gymnasium in Plummer-Motz School followed by a facility tour for interested parties (there is no requirement to attend)
Tuesday, November 29, 2011 at 12:00 noon	Deadline for Submission of Call for Offer Responses
TBD	Offeror interviews by Council
TBD	Offeror selection(s) by Council and authorization of staff to negotiate contract documents
TBD	Town and Offeror(s) sign contract documents

### **Submission Requirements**

Complete submissions shall include the following:

1. Letter of interest, including name, address, phone number, e-mail address, and brief description of the business entity;

2. Development team qualifications to work on redevelopment projects of this scope and listing of completed similar redevelopment projects (including references and contact information) that demonstrates the company's capabilities and experience;
3. Redevelopment Proposal:
  - a. A description (narrative, *preliminary* schematic plans) of the proposed redevelopment (e.g., size of building and square footage of specific components, nature of improvements, number of parking spaces).
  - b. Proposed historic preservation of the exterior façade(s) and clock tower (where applicable).
  - c. Proposed community uses for the site (where applicable).
  - d. Proposed sustainability and energy efficiency measures to be incorporated.
  - e. If the redevelopment is proposed to be phased, the narrative should clearly define the components and timing of each phase and indicate the nature of the conditions upon which construction of subsequent phases would be based.
  - f. If residential redevelopment is proposed, the proposal should include information about the bedroom compositions, rents and/or sales prices and amenities/services included.
  - g. For the proposed retail/commercial component of the redevelopment, information should be included about the anticipated type of tenants expected, and rents and/or sale prices.
  - h. Community Benefits Package: Proposal of community benefits, such as projected property tax revenues, civic uses, community recreation center, and community access, which will come from the construction and ongoing operation of the proposed development.
4. Proposed financial terms, including proposed purchase price or proposed lease price and term; conditions of any considered sale, lease or lease-back; financial assistance required from Town of Falmouth and/or other entities (if applicable); estimated renovation/construction costs for proposed improvements; and description of how the developer has financed similar projects and how the developer proposes to finance this project.

5. **Proposal Conditions:** Indicate any conditions or requirements which need to be granted by the Town of Falmouth and/or other entities, such as a zoning change and removal of the LWCF restrictions.
6. **Project Time Schedule.** A schedule of performance outlining the estimated time for each step in the redevelopment process. The schedule should recognize the time involved with finalizing redevelopment agreements, designing the project, financing the project, commencing construction, completing construction, lease negotiations (if necessary), marketing, and final occupancy.
7. **Marketing Approach:** Indicate the proposed approach how tenants or occupants (where applicable) will be attracted to the project.

Three (3) paper copies plus one (1) electronic copy of all submitted materials are required for a complete submission. No facsimile or e-mail submissions will be considered. Please submit the electronic copy as a disc or thumb drive in PDF format and enclose with your paper copies.

### **Duration of Offers**

All offers shall remain open to acceptance for sixty (60) days from November 29, 2011.

### **Selection Criteria**

The Town Council will select a developer based on:

- **Development Team Qualifications:**
  - The offeror has put together a complete development team able to take the project from concept to completion and has established a clear delineation of roles.
  - The identified individuals who will be working on this project have worked on similar projects and have the capacity and qualifications to fulfill their responsibilities.
  - Demonstrated experience of the development team in timely and successfully financing, operating and executing redevelopment projects.
  - Demonstrated experience working with the public sector in public/private real estate development projects.
  - Strong references from previous projects completed.
  - Indication that the entities within this development team have worked together successfully on previous projects.

- Redevelopment Proposal:
  - Thoughtful design concept and density.
  - Inclusion of sustainable and energy efficiency aspects.
  - Experience with the product type being proposed.
  - Understanding of the regulatory approval process.
  - Integration of the proposed project with, and positive impact on, surrounding uses and neighborhood.
  - Demonstration of the development team’s understanding of the current market and community.
  
- Financial Analysis and Capacity:
  - Thoughtful cost estimates that are consistent with the project timeline for implementation and expectations of return.
  - Credibility of proposed economic assumptions.
  - Evidence of financial resources consistent with project requirements.
  - Demonstrated ability to finance similar sized projects.
  
- Proposal Conditions:
  - Conditions or requirements from the Town and/or other entities to complete the project.

### **“Pre-Offer” Meeting**

There will be a “pre-offer” meeting at 1:00 PM on Wednesday, September 28, 2011 at the Mason Gymnasium in the Plummer-Motz School. A site tour of all facilities under consideration will take place immediately following the pre-offer meeting. There is no requirement to attend the pre-offer meeting and/or participate in the facility tour.

### **Warranty**

The Town makes no warranty as to title, dimensions or conditions of the land and buildings, including, without limitation, the presence of hazardous materials. Offerors will need to conduct their own due diligence as to all conditions. The Town will cooperate with offerors where reasonably possible, but all costs of due diligence shall be the responsibility of each offeror.

### **Real Estate Assistance**

The Town of Falmouth is being assisted with the “Call for Offers” process by CBRE/The Boulos Company. For marketing materials, to set up a property tour or to discuss co-brokerage fee policy, please contact: Craig Young ([cyoung@boulos.com](mailto:cyoung@boulos.com)) or Joseph Porta ([jporta@boulos.com](mailto:jporta@boulos.com)), CBRE/Boulos Co., One Canal Plaza, Portland, ME 04101 tel: 207-771-1333.

## **Response Submission**

All responses to this Call for Offers must be received by CBRE The Boulos Company, One Canal Plaza, Portland, ME 04101, no later than 12:00 p.m. on Tuesday November 29, 2011.

## **Questions**

All questions regarding this Call for Offers shall be directed Craig Young ([cyoung@boulos.com](mailto:cyoung@boulos.com)) or Joseph Porta ([jporta@boulos.com](mailto:jporta@boulos.com)), CBRE/Boulos Co., One Canal Plaza, Portland, ME 04101 tel: 207-771-1333. Deadline for submission of any questions is Tuesday, November 22, 2011 at 1:00 PM. Responses that substantially alter or contribute to this Call for Offers will be issued in the form of a written addendum to all those who have registered with the Town (see below).

## **Mandatory Registration Form**

Potentially interested offerers are required to complete a registration form and submit this to CBRE The Boulos Company. This will allow offerers to receive Call for Offer addenda and/or FAQ briefings, as applicable. The registration form is attached as Appendix B.

## **Right To Reject Submissions**

The Town of Falmouth reserves the right to reject any or all submissions received, and to negotiate development features and funding terms in order to best serve the interests of the Town.

Acceptance of an offer does not guarantee that the Town will enter into a final purchase and sales or lease agreement with the submitting party, but indicates the Town's good faith intention to negotiate such documents with the proposing party. (Any selection is contingent upon final approval by the Falmouth Town Council.)



## APPENDIX A: FEDERAL GRANT RESTRICTIONS

# MEMORANDUM

**To:** Interested Parties

**From:** Theo Holtwijk, Director of Long-Range Planning

**Date:** July 28, 2011

**Re:** Existing LWCF restrictions on redevelopment of Plummer-Motz-Lunt site

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### GRANT BACKGROUND

In 1981 the Town of Falmouth received a \$20,600 Land and Water Conservation Fund (LWCF) grant for recreational improvements at the Plummer-Motz-Lunt school site. Improvements included a multi-purpose playfield, a basketball court, and playground equipment. A “vita” course (exercise stations along the Esther O’Brien trails) was proposed to be added to the site in 1982.

In 1986 the grant was amended to include “development of sports and playfields and winter sports facilities” at the former Huston School site on Falmouth Road. The additional grant amount was \$19,000 (total grant amount \$39,600; total Town share \$39,600).

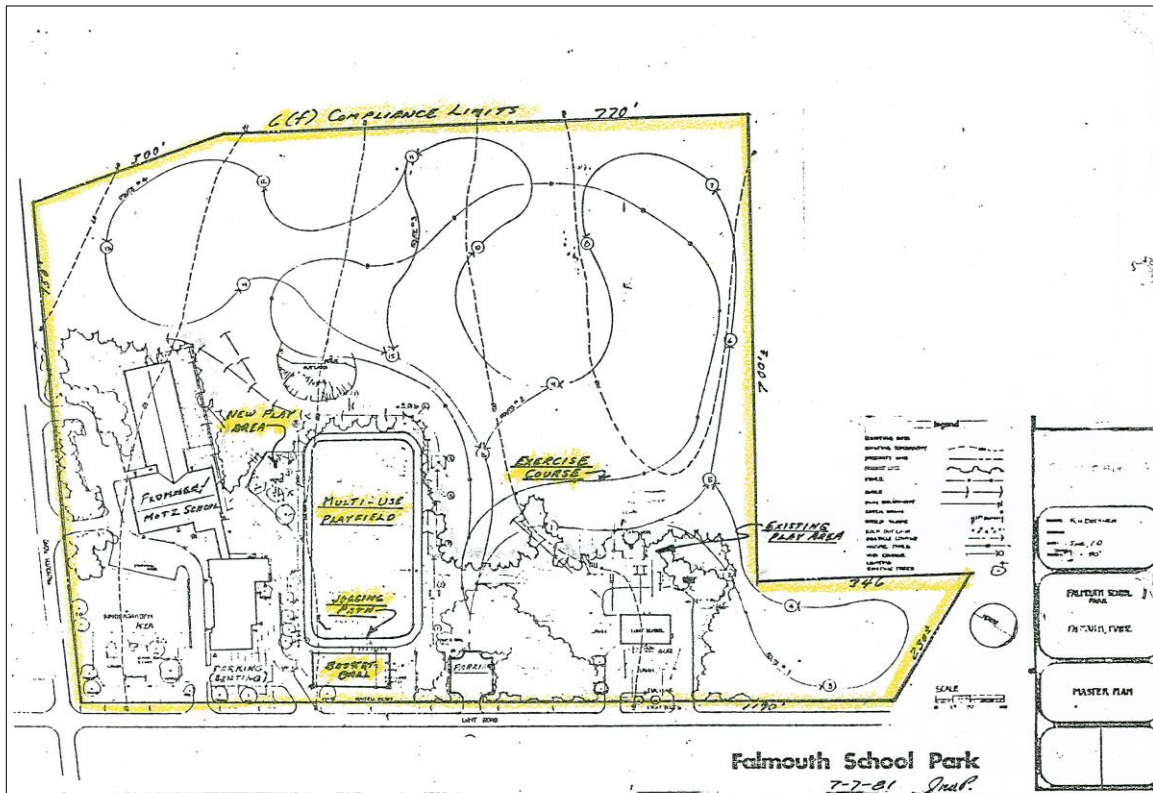
This is a federal grant (National Park Service) that is administered by the State of Maine (Department of Conservation, Mick Rogers [Mick.Rogers@maine.gov](mailto:Mick.Rogers@maine.gov)).

### GRANT RESTRICTIONS

A key requirement of this grant is that the land developed with the grant funds remain available for public recreation “in perpetuity.” However, this is not limited to the land on which the actual recreational improvements are located, but applies to an area that is delineated by a so-called “6(f)” boundary. In the case of the Plummer-Motz-Lunt site, this is the *entire* 20-acre property (see map on next page).

In order for the Town or a developer to use “any of [the Plummer-Motz-Lunt] property for something other than a public outdoor recreational use” the Town needs to submit a so-called “conversion” request, which requires approval from the State of Maine and the National Park Service (Philadelphia office).





An exception applies to the “existing school building and appurtenant facility footprints” that existed in 1981. The school department has made various changes to the site since 1981. A note on one of the project plans states that “future use of portions of the project in support of educational purposes shall not constitute a conversion as long as such does not adversely affect the outdoor recreation utility of the site.” In short, additions to the school buildings since 1981 have not violated the terms of the grant, but any future additions that are not recreation-related probably would.

## CONVERSION REQUIREMENTS

Conversion requests include several critical requirements:

1. The fair market value of the property to be converted (excluding the structures) is equal or less than the fair market value of the property(ies) proposed for substitution/replacement.
2. Replacement property must be “reasonably equivalent usefulness and location” as the one being converted. It does not need to provide “identical recreation experiences.”
3. The replacement property must be owned by the Town.

A conversion request is assumed to take approximately one year from start to finish. Mick Rogers is happy to answer any questions about the conversion process, if need be.

## **SITE INSPECTION**

Mick Rogers inspected all six sites in Falmouth that received LWCF grants on 11/6/09.

According to him, none of these sites are currently in violation, with exception of the posting of an 8.5 by 11 sign at each of the sites.

He does recognize that the Plummer-Motz site has seen significant change since 1981 grant, which he says is not unusual.

He warns that a complaint or any future infraction by the Town/School/Developer (i.e. new exterior construction) would trigger immediate need for conversion.

He has been working on inspecting all 800 or so LWCF sites in Maine to get some sort of baseline. (He noted that school consolidation has not made his job any easier and that are many districts are unaware of the kind of restrictions that they are subjected to.)

## **FUTURE REDEVELOPMENT AT PLUMMER-MOTZ-LUNT**

Reuse of any buildings is OK as long as reuse is confined to inside the existing walls of the building.

Any exterior changes (for example, expanding parking, even where no recreation improvements exist) triggers a need for conversion.

As future exterior changes are virtually certain no matter whether the Town redevelops the site or chooses to sell some or all of it, conversion needs to be dealt with at this time. This can be partial or complete site depending on how much recreational use the Town or a Developer wish to retain at the site. Complete conversion makes the most sense as the conversion process is lengthy and costly. The benefit of doing conversion upfront is that it provides clarity and certainty to a developer and the Town (if it retains any interest in the property).

The Town has retained Cushman and Wakefield to assist with the required appraisal work for the conversion process. This work is currently in process.

Note: The LWCF restrictions at the former Huston School site on Falmouth Road are proposed to remain unchanged.

### **Background**

1. In 1981 the entire Plummer-Motz and Lunt property was placed under a development restriction in perpetuity with the National Park Service when Town accepted approximately \$40K in LWCF funds for development of a basketball court, playground, and exercise stations at the Esther O'Brien trails on this property.
2. The area affected by this restriction is defined by a so-called "6(f) boundary."
3. The restriction applies to any exterior physical change to this site, such as a parking lot expansion, building addition, or new buildings.
4. Such changes require either an amendment of the original approval or a so-called "conversion."
5. A "conversion" involves converting the development restriction to another site (or sites) in town which consist(s) of equal or better outdoor recreation facilities.
6. Conversion sites must be Town-owned.
7. The minimum size of the conversion site is determined through by establishing the appraised value of that site. The appraised value of the site must be at least as large as the appraised value of the site that has the current restriction.
8. The Plummer-Motz and Lunt site is about 20 acres. A conversion site that is worth less per the acre than the Plummer-Motz and Lunt site will require more than 20 acres.
9. All amendment or conversion applications have to go through Mick Rogers, the State LWCF official at the Maine Bureau of Conservation.
10. Conversion applications are said to take one year.

### **Process to Date**

11. The School Department's architect Oak Point Associates first flagged the LWCF issue when evaluating renovating the schools versus building a new one.
12. The Town contacted Mick Rogers in 2009 to inform him that an amendment or conversion may be required as the Town was investigating alternative uses for the school site, that may include parking lot expansions or alterations and/or building additions as well as the possible sale of a portion of the property.

13. Due to the extent of proposed changes and the fact that the restriction is in perpetuity, it was recommended to pursue a 100% conversion of the site.
14. Town staff investigated possible conversion options. Community Park emerged as the best option.
15. Immediately after the Council in April 2011 voted to send Question 1 to the June 2011 ballot, Town staff met again with Mick Rogers to review its intent to start a conversion application for the entire Plummer-Motz and Lunt site and transfer the LWCF restrictions to all or a portion of Community Park. Details and photographs of Community Park were reviewed.
16. At that April meeting Mick Rogers found Community Park to be an acceptable conversion site.
17. The Town proceeded by hiring Cushman and Wakefield for so-called “yellow book” appraisal work of the Plummer-Motz and Lunt and Community Park properties.
18. In mid-July 2011 Mick Rogers, upon appraisal inquiries, raised a newly discovered issue that would make Community Park an ineligible site as it was an existing recreation area.
19. Town staff immediately raised objections to this interpretation. In response, Mick Rogers sought consultation with the National Park Service.
20. It was not until the end of August that a response was received from the National Park Service confirming the ineligibility of Community Park as a conversion site.
21. Staff requested a meeting with Mick Rogers to get guidance on how to proceed.
22. The Town Manager made an initial inquiry with Denise Clavette to assist the Town with this issue.

### **Possible Next Steps**

Pending a meeting by Town staff and Denise Clavette with Mick Rogers, several options appear to be available to the Town:

1. An appeal of the National Park Service ruling. It is unknown if such an option exists and if the Town has a reasonable chance to prevail. An appeal does not appear to be a preferred option.
2. Conversion of the restriction to another Town-owned property. As sites that have existing recreational uses are apparently ruled out, relatively few options exist. One site might be Hadlock Forest, but it is undetermined if this is an eligible site, what new recreational improvements may be required, and if its size is sufficient in size. In any case, conversions are complicated, require an

extensive appraisal work/application, and can only be applied to a limited pool of sites.

3. Conversion of the restriction to a privately-owned site to be acquired by the Town. It is undetermined if a suitable site exists. In addition, potential acquisition costs do not make this a likely option.
4. Amendment of the restriction by proposing to:
  - a. make on-site recreational improvements and smaller area that would remain in Town ownership and would continue to be restricted in perpetuity, i.e. amending the 6(f) boundary as trade-off for impacts on the remainder of the site, and/or
  - b. make off-site recreational improvements at Huston Park. This site was included in the original 1981 application and is proposed to remain in Town ownership as a recreational site, and/or
  - c. make other off-site recreational improvements contiguous, or not contiguous, with the Plummer-Motz and Lunt or Huston Park site, such as sidewalk improvements.

It is undetermined if an amendment is a possible option and what conditions would be placed on it. More flexibility may exist with an amendment.

Additional LWCF updates will be issued as required.

Update prepared by Theo Holtwijk, Director of Long-Range Planning, September 2, 2011

## APPENDIX B: REGISTRATION FORM

I am interested to be placed on a Prospective Offeror list to receive any Call for Offer Addenda and/or FAQ updates for the Plummer-Motz and Lunt School Complex.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address/City/Zip: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Please return this form to: Craig Young ([cyoung@boulos.com](mailto:cyoung@boulos.com)) or Joseph Porta ([jporta@boulos.com](mailto:jporta@boulos.com)), CBRE/Boulos Co., 1 Canal Plaza, Portland, ME 04101 tel. 207-771-1333.

Thank you for your interest.